

CONSTITUTION AND BY-LAWS

Of

THE SWEETWATER/DAGGETT COUNTY 4-H COUNCIL

Revised and Adopted-February 16, 2021

ARTICLE I

NAME: The name of this organization shall be Sweetwater/Daggett County 4-H Council.

ARTICLE II

OBJECTIVE: The purpose of the Sweetwater/Daggett County 4-H Council is to promote the University of Wyoming Extension 4-H program and to assist in developing and strengthening youth.

ARTICLE III

MEMBERSHIP:

- Section 1. The membership shall consist of adult leaders, parents of enrolled 4-H members and junior leaders from each 4-H club participating in the Sweetwater/Daggett County 4-H Program.
- Section 2. All individuals are eligible for membership regardless of race, color, national origin, sex, religion, political belief, or handicap.
- Section 3. All Sweetwater County 4-H Members will be eligible to vote at Sweetwater/Daggett County 4-H Council meetings.
- Section 4. Written documented absentee ballots from Sweetwater Co. 4-H members shall be allowed during the Sweetwater/Daggett County 4-H Council meeting.
- Section 5. Ex-officio Membership: The Sweetwater County 4-H Extension Educator and Program Coordinators shall be members of the Sweetwater/Daggett County 4-H Council.

ARTICLE IV

OFFICERS:

- Section 1. The elective officers of the Sweetwater/Daggett County 4-H Council shall be:
- a. President
 - b. Vice President

- c. Secretary
- d. Treasurer
- e. Parliamentarian
- f. Historian

- Section 2. Eligibility: The officers of the Sweetwater/Daggett County 4-H Council shall be adult leaders or junior leaders at the time of their election.
- a. The offices of President, Vice President, Secretary and Treasurer are reserved for adult leaders only.
 - b. The offices of Parliamentarian and Historian are reserved for junior leaders only.
- Section 3. Term of Office:
- a. The offices of President, Vice President, Secretary and Treasurer shall serve a term of two years. The President and Treasurer shall be elected on even years; Vice President and Secretary on odd years.
 - b. The Parliamentarian and Historian shall serve a term of one year.
- Section 4. Nominations: There shall be a 30-day notice given prior to the nomination and election meeting.
- Section 5. Officers shall be elected at the November meeting and assume their duties in the next scheduled meeting.
- Section 6. A majority of all votes cast is necessary to elect an officer.
- Section 7. Vacancies: The President, with the consent of the Executive Committee, shall appoint a replacement to fill any vacancy until the next regular election.
- a. Any officer missing three consecutive meetings in a 12-month period shall be asked by the Sweetwater/Daggett County 4-H Council President to reassess his/her commitment to membership on the officer team. In the event that they do not recommit his/her successor shall be appointed by the President for the unexpired portion of the term.
- Section 8. Standing committees may be appointed by the Sweetwater/Daggett County 4-H Council as needed. They shall have the authority to make recommendations and determine policies in their respective areas. A representative from each standing committee is required to report such action monthly at the Sweetwater/Daggett County 4-H Council meeting. Standing committees are also required to submit yearly financial statements to the Sweetwater/Daggett County 4-H Council treasurer.

ARTICLE V

EXECUTIVE COMMITTEE:

- Section 1. The Executive Committee shall be composed of the elective officers of the Sweetwater/Daggett County 4-H Council. The Sweetwater County 4-H Extension Educator shall be ex-officio members and have final judgement in all appropriate cases.
- Section 2. The Executive Committee shall be authorized to act for the Sweetwater/Daggett County 4-H Council between meetings. They shall keep an accurate record of all proceedings to be reported at the next council meeting.
- Section 3. The Executive Committee shall meet at any time deemed necessary.

ARTICLE VI

MEETINGS:

- Section 1. Meetings shall be held every month to carry out business of the Sweetwater/Daggett County 4-H Council. This comes with the exception of the months of August and December.
- Section 2. Meetings may be cancelled when deemed necessary by the Executive Committee or Sweetwater County 4-H Extension Educator.
- Section 3. Special Meetings may be called by the President with the approval of the Executive Committee, provided the object of the meeting is stated in the call. Notice of the meetings shall be communicated to each member at least 5 days prior to the meeting.

AMENDMENTS:

- Section 1. It shall require a majority vote of the membership present at any regular or special meeting to amend this constitution. Amendments must be read at the meeting before it is acted upon. Notices of such amendments and meetings must be sent to all Sweetwater/Daggett County 4-H Council members prior to the meeting.
- Section 2. The Sweetwater/Daggett County 4-H Council may adopt any by-laws for the regulation of the Sweetwater/Daggett County 4-H Council or the members that may conform to the constitution.

ARTICLE VII

NON-PROFIT STATUS:

- Section 1. The Sweetwater/Daggett County 4-H Council is a non-profit organization. Any funds received by the organization for carrying out its purpose shall not accrue to the benefit of the individual members.
- Section 2. To adhere to nonprofit status, all individual club bank statements shall be mailed to the Sweetwater County Extension Office, 2500 College Drive Box A-700 Rock Springs, WY 82901 for accounting purposes. After the accounting is done bank statements will be shared with the club.

Section 3. Conflict of Interest:

- a. Purpose: The purpose of this conflict-of-interest policy is to protect Sweetwater/Daggett County 4-H Council, a tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. Sweetwater/Daggett County 4-H leaders are prohibited from having a direct or indirect financial interest that conflicts substantially or appears to conflict substantially with his/her duties and responsibilities as member/director of the Sweetwater/Daggett County 4-H Council.
- b. Definition:
 - i. Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, is an interest person.
- c. Procedures:
 - i. Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
 - ii. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board of committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
 - iii. Procedures of Addressing the Conflict of Interest:
 1. An interested person may make a presentation at the Sweetwater/Daggett County 4-H Council meeting or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 2. The chairperson of the Sweetwater/Daggett County 4-H Council or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 3. After exercising due diligence, the Sweetwater/Daggett County 4-H Council or committee shall determine whether the Sweetwater/Daggett County 4-H Council can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Sweetwater/Daggett County 4-H Council or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the organization's best interest, for its own benefit and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter the transaction or arrangement.

ARTICLE VIII

DISSOLUTION:

- Section 1. The officers of the Sweetwater/Daggett County 4-H Council are directed, in event of dissolution of the organization, to assign all assets to the Sweetwater County 4-H Extension Program to disburse evenly amongst the Sweetwater County 4-H Clubs based on the number of youth members per club on that given year.

*** BY-LAWS ***

ARTICLE I

RULES OF ORDER:

Section 1. Robert Rules of Order shall be the official guide for all meetings.

ARTICLE II

DUTIES OF OFFICERS:

Section 1. President:

1. Preside at all meetings of the Sweetwater/Daggett County 4-H Council Executive Committee.
2. Appoint, subject to the approval of the Executive Committee, such standing and special committees as may be necessary.
3. Call special meetings when necessary, with approval of the Executive Committee.
4. See that all committees function properly.
5. Perform such other duties as usually pertain to the office of the President.

Section 2. Vice President:

1. Preside at all meetings of the Sweetwater/Daggett County 4-H Council and Executive Committee in the absence of the President
2. Assume the title and duties of the President in case of vacancy, until the next regular election.

Section 3. Secretary:

1. Keep minutes of all meetings of the Sweetwater/Daggett County 4-H Council and Executive Committee.
2. Submit all Sweetwater/Daggett County 4-H Council meeting minutes to the Sweetwater County Extension Office within 5 days of each upcoming meeting.
3. Read the minutes of the past meeting.
4. Handle official correspondence.
5. Read all communications to Sweetwater/Daggett County 4-H Council members.
6. Keep attendance of Sweetwater/Daggett County 4-H Council meetings.
7. Be custodian of all official documents.

Section 4. Treasurer:

1. Collect all monies and keep an accurate record of all receipts and disbursements.
2. Disburse money as authorized by the Sweetwater/Daggett County 4-H Council.
3. Serve as a chairman of the Budgeting Meeting.
4. Present financial reports at regular or special meetings.
5. Present the Annual Financial Report to the Executive Committee and Financial Review Committee and a verbal report to the Sweetwater/Daggett County 4-H Council at a stated meeting.

6. All Treasurer's records shall have a financial review annually by an appointed financial official and may be reviewed semiannually by the Executive Committee.
7. Sweetwater/Daggett County 4-H Council bank and investment statements shall be mailed to the Sweetwater County Extension Office, 2500 College Drive Box A-700 Rock Springs, WY 82901 for accounting purposes. After the accounting is done bank statements will be shared with the Treasurer for record-keeping purposes.

Section 5. Parliamentarian:

1. Advise the President on rules for conducting a meeting according to Robert's Rules of Order.
2. Assist with trainings to help members learn proper parliamentary procedures.

Section 6. Historian:

1. Gather materials pertaining to activities and achievements of both the Sweetwater/Daggett County 4-H Council and the Sweetwater County 4-H Programs members.
2. Material should be organized and displayed in a large loose-leaf notebook or three-ring-binder.
3. Suggested materials include but are not limited to:
 - a. Newspaper clippings
 - b. Copies of Sweetwater County 4-H programs or events
 - c. Specially prepared summaries and lists including the yearly program of work, officers, committees, activities, prizes, awards, trips, tours, camps etc.
 - d. Photos of individuals and groups.
4. Present plans, progress, and finished products of work at the Annual Achievement Night Ceremony.

ARTICLE III

COUNCIL OPERATION:

- Section 1. Operating expenses for the Sweetwater/Daggett County 4-H Council shall be acquired through fundraising efforts deemed necessary by the Sweetwater/Daggett County 4-H Council.

ARTICLE IV

- Section 1. This Constitution and By-Laws, together with amendments, shall govern the Sweetwater/Daggett County 4-H Council throughout its life.

- Section 2. It shall be kept by the Secretary with a copy in the Sweetwater County Extension Office.

ARTICLE V

Section 1. These By-Laws may be amended by a majority vote of eligible voting members present at a regular or special meeting.